



TODMORDEN TOWN COUNCIL

Item 13– Full Council 26<sup>th</sup> January  
2022

# TODMORDEN TOWN COUNCIL

## REPORT TO RESOURCES COMMITTEE

<b>REPORT AUTHOR</b>	<b>Colin Hill Town Clerk and Responsible Financial Officer</b>
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<b>Date</b>	<b>26th January 2022</b>
<b>SUBJECT</b>	<b>Town Deal Centre Vale Project Sponsor and Appointment of Project Manager.</b>

### PURPOSE OF REPORT

1. To seek from Full Council "In principle" agreement to be the Centre Vale Project Sponsor for the Town Deal Board, with responsibility to bring to conclusion business case proposals for each element by early August 2022 and to then continue as overall Project Sponsor until completion of delivery of projects.
2. To advise Members that this initial "business case" element commitment extends until early August 2022, when if business cases for the individual projects are approved by Government, projects then move into practical delivery stage.
3. To advise Members that at that stage, it will be necessary to recruit a Project Manager to take forward bringing all of these projects to delivery stage when Todmorden Town Council will be issued with a grant contract to sign, accepting responsibility and accountability then for subsequent defrayment of expenditure.
4. As part of that funding and included in the business case, will be the cost of this Project Management support, so that salary costs incurred by Todmorden Town Council in this role, which may also include additional administrative support, will be met from the grant funds received and available for the life of the projects until final delivery.
5. To inform Members that involvement with each of the individual elements of the Centre Vale Park project does not place any obligation on the Town Council in terms of future land ownership or operational/maintenance responsibility, unless the Town Council agreed to do so.

6. To advise Members that the nature of this “Sponsor” role is likely to require an officer with high skills level and knowledge to undertake such an officer role both at the initial business case stage and also then delivery stage.
7. To advise Members that the role of the project sponsor is as follows:-

The role of the Project Sponsors:

- will complete the request for business case finance from the Council.
- be responsible for the completion of the project business case.
- sign the grant contract to be issued by the Council.
- receive grant and defray project expenditure.
- complete all monitoring and evaluation requirements of the Council.
- responsible/accountable for the procurement of works and services required for their project.
- responsible for maintaining records of all procurement undertaken and supply all details to the accountable body upon request
- ensure the maintenance of a project level budget for each project and supply these to the Programme Manager

Upon approval of the Final Business Case by Town Deal Board, the Council will issue a grant contract to the project sponsor for signing. Obligations within contract will include:

- Delivery of outputs as set out in the business case
- Providing monthly / quarterly monitoring reports during the delivery phase of the project
- Delivering the evaluation tasks that measure impact as set out in the business case

8. To provide some assurance to Members that before any formal agreement is entered into we will require confirmation from Calderdale MBC as the Accountable Body on a number of areas including, but not exclusively:-

- Meeting costs of
  - TTC staff salaries for roles involved in this project.
  - Commissioning of consultants/profession advisers necessary to undertake the procurement of works – eg Tender preparation, specification and pricing of works, Architects involvement etc
- Validation processes for expenditure to be met – third party certification of spend to be met given no projects are the direct responsibility of the Town Council to Deliver
- Indemnity from Calderdale MBC that should any of the project leads not continue and delivery of elements of outstanding work cease, Todmorden Town Council is not held liable for expenditure incurred already related to such projects.

9. To advise Members that given the enormous benefit to Todmorden to get the project into play, the existing Town Clerk / RFO is agreeable to continuing his employment with the Town Council past the end of May 2022, and should Members wish to accept this offer, he be employed in the position of Project and Finance Manager effective from 1<sup>st</sup> March 2022 .
10. To inform Members that alongside this new role, the remaining element of the existing Town Clerks contract will focus on handover of Town Clerk responsibilities in March 2022 , end of year closedown of accounts and handover of financial responsibility April 2022, then on a reduced hours basis hours basis in May 2022, to help assist in completion of outstanding projects and policy work, and thereafter average 10 hours per week focus on the Town Deal Project.
11. To inform Members that as part of a planned handover, budget provision has been made up until the end of May on a reducing hours basis, but additional costs will now need to be met to reflect a 10 hour per week involvement in this role April to July – estimated with on costs to be circa £5,500.
12. To inform Members that in addition, the practical reality is a likely increased hours need Feb and March to get these projects under way, and therefore prudent to establish an overall additional budget provision of £8,000, including on costs, which could be funded by use of part of the Earmarked Community Development Reserve, should Members decide to regard this as a contribution to help lever in these substantial funds , rather than seek reimbursement from the Town Deal Board for Project Manager salary costs relating to this specific Business case stage work.

## **BACKGROUND INFORMATION**

13. The opportunity presented by the Town Deal award of £17.5m will have long term benefit for Todmorden.
14. The funding agreements require for each element of the funding bi, to have a project sponsor in place to bring projects forward to the stage of initially business case approval and subsequently delivery stage.
15. One of the elements of the bid relates to Centre Vale Park which in itself is split into several individual projects:
  - a. Multi Use Games Area
  - b. 4 Tennis courts
  - c. Bowls Pavilion Upgrade
  - d. Fielden Centre
  - e. Bandstand
16. The total gross project cost is £1,380,000 with £830,000 funded by the Town Deal fund. There is an assumption made of being able to attract grant funding of £550,000.
17. It is unknown at this stage where projects are up to and unknown as to the extent of firmed up grant support.

18. Each project will have an individual lead and the role of the overall sponsor ie Todmorden Town Council will be to bring these bodies together and get them to the stage of having a viable business case for approval.
19. That is likely to also involve commissioning of external professionals for elements of each project to identify special requirements and capital costs involved.
20. Funding however is for capital-based projects (this may include project manager cost and professional fees) but the business case is about proving that from a revenue and day to operational cost point of view each individual project is both financially and operationally viable and sustainable and through what management structure this will be achieved.
21. There will also be a need to identify early on any barriers eg Planning Permissions Environment Agency Permits, Field in Trust that if not obtained, or strong indications permission would be given, would lead to inability to deliver in which case the business case fails.
22. There will also be a need to consider land ownership and the model of such ownership.
23. Each project group/lead will have its own proposals to take forward and should be responsible for their own business case preparation and grant applications, but inevitably hurdles will be met. The Sponsor role is to try to find ways through to help/introduce/liaise and if absolutely needed to provide some direct assistance and ultimately present the financial business cases collectively for approval

## **FINANCIAL CONSIDERATIONS**

24. There will be a need to establish a revenue budget of £8,000 in respect of additional salary and on costs. Given their may also be a need to obtain external paid for advice a budget of £10,000 is proposed which can be funded by drawdown from the Community Development Earmarked Reserve.
25. The option of whether Members then wish to seek reimbursement of such costs from the Town Deal Board or contribute this to the overall project is for Members to decide.

## **RECOMMENDATION**

26. That Full Council considers whether it wishes to assume the responsibly of becoming Sponsor for the Centre Vale Project.
27. That if agreeing to do so, an agreement in principle is sent, but subject to caveats as outlined under point 8 ,and any additional ones considered post this report, to be agreed by the Town Clerk in consultation with the Chair of Resources, before being formally sent.
28. That in doing so the Town Council initially establishes a revenue budget of £10,000 by movement from the Community Development Earmarked Reserve and decides whether to seek reimbursement from the Town Deal Board or regard this as a contribution towards the

Centre Vale Project as part of its proactive enabling and facilitating role for the benefit of Todmorden.

29. That the contract of the existing Town Clerk be extended until August 2022 with change of title to that of Project and Finance Manager effective from 1<sup>st</sup> March 2022 and that the Chair of Staffing be authorised to effect such contractual changes as felt necessary in terms of hours and remuneration within the budget set for this purpose.
30. That as the business cases evolve and the extent of likely officer support required by TTC post August 2022 is identified, the Town Council through its Staffing Committee, begins the recruitment process with a view to potential appointment in October/November 2022.

#### **REASONS FOR RECOMMENDATION**

31. Full Council approval is required to take on such a substantive role as Sponsor for this project and to create a new establishment post to carry out this role initially up to Business Case Stage and subsequent new roles for the delivery stage.
32. Full Council approval is required to draw on Earmarked Reserves.

#### **POLICY IMPLICATIONS:**

33. Whilst none directly arise from this report, this does support the Town Councils core enabling and facilitating role.

#### **DETAILS OF CONSULTATION:**

34. It is understood that the project specific groups have been made aware of the potential involvement of Todmorden Town Council as Sponsor for the overall Centre Vale Project.

#### **CLIMATE CHANGE:**

35. None arising from this report.

#### **IMPACT EQUALITY ASSESSMENT**

36. None arising from this report.

#### **SUPPORTING PAPERS:**

37. None

**FURTHER INFORMATION, PLEASE CONTACT: Colin Hill**